

UNITED STATES DISTRICT COURT  
DISTRICT OF CONNECTICUT  
PROBATION OFFICE

EDWARD SCOTT CHINN  
CHIEF PROBATION OFFICER  
U.S. DISTRICT COURT  
PROBATION DEPARTMENT  
CONNECTICUT FINANCIAL CENTER  
157 CHURCH STREET, 22ND FLOOR  
NEW HAVEN, CT 06510  
203-773-2100



U.S. COURTHOUSE  
ROOM 735  
450 MAIN STREET  
HARTFORD, CT 06103  
860-240-3661

U.S. COURTHOUSE  
ROOM 211  
915 LAFAYETTE BLVD.  
BRIDGEPORT, CT 06604  
203-579-5707

**Announcement Number: 15-CT-03**

**Position Title: SUPERVISING U.S. PROBATION OFFICER**

**Salary Range: CL30 - New Haven and Bridgeport  
(\$88,970 - \$144,577)  
Hartford (\$86,966 - \$141,320)**

**Opening Date: August 11, 2015**

**Closing Date: September 1, 2015**

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***Open to Current United States Probation Officers (See Qualifications)***

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**REPRESENTATIVE DUTIES:** The Supervising U.S. Probation Officer is responsible for directly supervising staff who carry out the district's core mission on a daily basis. The incumbent will be expected to communicate, support and enforce the policies and procedures of this district. This position will report to a Deputy Chief. Job responsibilities include, but are not limited to:

- Assigns and schedules investigations, supervision and other case work to officers.
- Reviews and evaluates work including pre-sentence reports, case records and correspondence to ensure adherence to existing policies, procedures and guidelines.
- Support and maintain an operating environment focused on reducing recidivism. Incorporate evidence based practices such as STARR, into a

comprehensive organizational effort to improve offender management, prerelease investigations, and re-entry policies and practices.

- Possesses demonstrated experience and temperament supervising a variety of cases and making required judgements to balance the responsibilities of executing the court's orders, protecting the public, and addressing the needs of those under supervision or investigation.
- Confers regularly with Probation Officers. Provides direction and assistance to the officers on improving investigative, supervision and writing skills. Assists Probation Officers in meeting the needs of clients with complex problems and circumstances. Provides leadership in development of sentencing alternatives, utilization of community resources, and application of professionally sound case management principles.
- Determines the adjustment of individuals under supervision in consultation with the assigned Probation Officer. Assists in decision making for recommendations for early termination, extension of supervision, and probation revocation. Approve all recommendations to the Court or U.S. Parole Commission for issuance of a warrant or summons for revocation.
- Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences and increasing levels of responsibility in assignments.
- Conducts unit staff meetings to identify performance and operational problems and to develop appropriate solutions.
- Responsible for staff relationships and morale within the unit, encouraging loyalty and enthusiasm, maintains a supportive atmosphere for staff utilization of management personnel and resources.
- Monitoring the performance of officers, providing ongoing feedback to officers with documentation through Performance Notes, conducting semi-annual Performance Management Interviews with each officer, and leave and travel management of officers.
- Monitor time and attendance and evaluate and approve leave requests. Clearly articulate expectations and promptly initiate action to correct unsatisfactory performance issues.
- Serves as major communication catalyst and link between line staff and the administration, assuring implementation of administrative direction while

concurrently providing information to the Chief Probation Officer for future administrative action.

- Participates with the Chief Probation Officer and other administrative staff in development of programs and policies to increase the effectiveness of the office.
- Develops understanding and cooperative relationships with other court units, the U.S. Attorney's Office, the Federal Defender's Office, law enforcement, and community service agencies.
- Supervises the field travel to include review and approval of all travel vouchers of officers in the unit.

Perform other related duties as required by the Chief Probation Officer.

**This position is subject to a one-year probationary period, which may be extended at the discretion of the Chief Probation Officer. During the probationary period, the employee will not have recourse through the Probation Officer's Adverse Action Policy or the Grievance Procedure Policy. However, the employee may have recourse under the Probation Office's Equal Employment Opportunity Plan & Employee Dispute Resolution Plan.**

**JOB REQUIREMENTS:** The following areas of knowledge are essential to this position: broad knowledge of the criminal justice system; thorough knowledge of federal probation, pretrial and parole legal requirements, policies and procedures; thorough knowledge of sentencing guidelines and applicable case law; thorough knowledge of investigative and supervision techniques; and solid knowledge of the roles, responsibilities and relationships among the federal courts, Parole Commission, and the Bureau of Prisons.

The incumbent must have a thorough understanding of PACTS and demonstrate the ability to use PACTS and demonstrates the ability to use PACTS reports and data to analyze and guide the work of officers. He or she must further demonstrate the ability to use PACTS data to assess trends and ensure evidence-based practices. The incumbent will be the officer's primary point of contact for PACTS instruction and the primary advocate for the full usage of all modules.

The incumbent should possess the ability to work with law enforcement agencies at different governmental levels, community service providers, and other courts,, and skill in applying various statutes and implementing regulations. He or she must have the ability to communicate orally and in writing, both clearly and concisely, with a variety of persons such as judicial officers, attorneys and offenders. A working

knowledge of legal research techniques, database and spreadsheet software, and word processing application in a Windows environment is required.

**QUALIFICATIONS:** Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, and is required for all probation officer positions.

**To qualify for a position as a Supervising Probation officer at a CL30, the incumbent must have at least one year specialized experience equivalent to a CL 29 or higher. Applicants must have excellent communication skills, and the ability to work well with others.**

Specialized experience must include progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- a) skill in developing the interpersonal work relationships needed to lead a team of employees,
- b) the ability to exercise mature judgment,
- c) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U. S. Probation Office for the District of Connecticut.

**PREFERRED QUALIFICATIONS:** Experience in both investigation and supervision of defendant/offenders; previous management experience or training related to leadership development; participation in administrative functions through active involvement in committees or special projects; experience in training staff and a Master's Degree.

**BENEFITS:** Employees of the United States Probation Office are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long term care insurance, 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum.

**CONDITIONS OF EMPLOYMENT:** A United States Probation Officer must have a completed and successful OPM background check, which is required for employment. Re-investigations are conducted every five years. Applicants considered for this position will undergo random drug screening throughout the term of employment.

## **APPLICATION PROCESS:**

**QUALITY RANKING FACTOR:** Applicants must submit a narrative statement addressing the factor listed below. **(Mandatory)**

**What knowledge, skills and abilities to perform this position do you possess and what aspects of the job do you think may be the most difficult?**

To apply for this position, applicants must submit:

- ▶ **AO 78**
- ▶ **cover letter**
- ▶ **narrative addressing the Quality Ranking Factor**
- ▶ **revised resume**
- ▶ **two reference letters**
- ▶ **last two performance evaluations**

**You must submit ALL documents to be considered for this opportunity.**

Please submit all application materials by close of business on **September 1, 2015** to:

Edward S. Chinn  
Chief United States Probation Officer  
Connecticut Financial Center  
157 Church Street, 22<sup>nd</sup> Floor  
New Haven, CT 06510

or email to: [joyce\\_crowther@ctp.uscourts.gov](mailto:joyce_crowther@ctp.uscourts.gov)

The United States Probation Office is an Equal Opportunity Employer.

**NOTE:** The U.S. Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Applicants selected for an interview will be required to travel to the designated location at their own expense.